

## East Asian Library Journal Style Sheet

### Text and Figures

Authors are asked to submit manuscripts in hard copy and in electronic format, the latter either on a disc sent with the manuscript or in a file attached to an e-mail message mailed to the editor. Please include your full postal mailing address and your e-mail address. All material, including text, endnotes, captions, and glossary, should be double spaced.

The journal welcomes illustrations. For the review process, photocopies of the illustration material may be submitted. Once a manuscript is accepted for publication, authors should submit camera-ready copy, preferably good glossy prints 8"x 10", but no smaller than 5" x 7". Slides are also acceptable.

Figural material may be submitted in electronic format that conforms to the following specifications. Scan images at 360 dpi in color at the original size and save the images as TIFF files (not as JPEG files). This produces a large file which will yield clear images in the published article. Do not attempt to send these images as attachments to an e-mail. Instead, please burn these images onto a CD or a DVD and send them by postal mail to the editor.

The journal will arrange for photographs of material held in the Gest Collection of rare books. Authors should provide a separate list of captions for the illustration material. For illustrations taken from published sources, please give full bibliographic information.

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### Matters of Style

We use American spelling and punctuation. For romanization of Chinese, use the pinyin system. For Japanese words, please use the Romaji system in *Kenkyusha's New Japanese-English Dictionary*, revised edition, 1954. For Korean words, please use the McCune-Reischauer system in "The Romanization of the Korean Language," *Royal Asiatic Society Korean Branch Transactions* 29 (1939), pp. 1–55.

In matters of style, please consult the *Chicago Manual of Style*, 15<sup>th</sup> ed. (Chicago: University of Chicago Press, 2003). We use full dates (1945–1977) and page numbers (pp. 224–237) and spell out numerals from one through one hundred, except for percentages, within parentheses or footnotes, or within a paragraph when there is more than one number in a category and one of them is greater than one hundred. We do not italicize Latin abbreviations or foreign words that have become standard American usage, as given in *Webster's New World Dictionary*.

Translations of foreign words or titles follow immediately in parentheses.

Full references should be given the first time an item appears in the notes; short titles suffice thereafter. Authors should insert dates for all pre-modern writers cited or persons mentioned in the text. If the life dates of a person are not known, please write "(dates unknown)" after the person's name. Give the date of writing or of first publication for the work cited. For modern reprints of primary Chinese, Japanese, or Korean sources, the volume number is not preceded by the word "volume." For pre-modern or works divided into chapters (whether called *juan*, *hui*, *ji*), the chapter number should be preceded by "*juan*, *hui*, or *ji*," according to the designation used in the work cited. Titles of series appear in Roman rather than in italics.

Examples:

Zhou Hongzu (*jinshi* 1559), *Gujin shuke* (Blockprinted Books, Old and New) (ca. 1570; Shanghai: Gudian wenxue chubanshe, 1957), *juan* 2, pp. 361–369.

Yang Dezheng et al., comp., *Jianyang xianzhi* (Jianyang Gazetteer), 10 *juan* (Jianyang, 1601), reprinted in *Riben cang Zhongguo hanjian difangzhi congkan* (Beijing: Shumu wenxian chubanshe, 1991), *juan* 7, pp. 9b–13b.

Denis C. Twitchett, *Financial Administration under the T'ang Dynasty* (Cambridge: Cambridge University Press, 1970), p. 158.

Edwin McClellan, “Toson and the Psychological Novel,” in *Tradition and Modernization in Japanese Culture*, ed. Donald H. Shively (Princeton: Princeton University Press, 1971), pp. 347–349.

Charles L. Yates, “The Gest Library and the Study of Early Modern Japan,” *Gest Library Journal* 2.1 (Fall 1987), pp. 8-15.

Zhao Shuiquan, “Xuwan yu muke yinshu” (Xuwan and Woodblock Publishing), *Jiangxi difangzhi tongxun* (Newsletter of the Jiangxi Gazetteer) 9 (February 1986), p. 52.

When referring to dates in Chinese, Japanese, or Korean texts where the month and year of the reign period are designated, give the corresponding year in the Western calendar in parentheses: third month of the 38<sup>th</sup> year of the Wanli reign (1610). Do not write “the third month of 1610” or “March 1610.”

The glossary of Chinese, Japanese, and Korean names, terms, and titles that appear in the text, notes, and captions is alphabetized by letter, not by word. In general, we do not include in the glossary names of authors and titles of works published after 1911. Please give Chinese characters, kanji, etc. in full form rather than in simplified form.

Please direct questions and inquiries to the editor:

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